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## **INFORMATION BULLETIN No. 104**

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### **GUIDANCE ON THE ASSESSMENT FOR AND THE ISSUE OF A BAHAMAS CERTIFICATE OF COMPETENCY UNDER STCW CHAPTER II AND III AS AN OFFICER**

**Guidance and Instructions for Seafarers , Bahamians seeking a career at sea, Maritime Training Institutes, Shipowners, Managers, and Seafarers Recruitment and Placement Providers**

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#### **1. Purpose**

- 1.1. The Bahamas Merchant Shipping (Training, Certification, Manning and Watch-keeping) Regulations 2011 require that all seafarers trained under the STCW Chapter II and III are required to be duly certified.
- 1.2. The International Convention on Standards of Training, Certification and Watchkeeping for Seafarers 1978, as amended (STCW), requires that a contracting party verifies the competence of seafarers who hold certificates issued by that party.
- 1.3. This Bulletin gives guidance on the Bahamas Maritime Authority (BMA) process for the assessment of candidates for a Bahamas Certificate of Competency which the BMA will issue to seafarers who satisfy the STCW Chapter II and III requirements.
- 1.4. This Bulletin should be read in conjunction with BMA Information Bulletin nos. 81, 103, 105, 106, 107, 108, 115, 118, 121, 124, 129, 130, 135, 138, IMO Assembly Resolution A.891 (21), IMO Assembly Resolution 1047 (27) and any subsequent Bulletins or international guidelines relating to manning, seafarers or training.
- 1.5. Certificates issued under 1995 amendments to the STCW will not be valid after 31 December 2016.

## 2. Application

- 2.1. This Bulletin applies to seafarers serving or intending to serve as Officers onboard Bahamian ships and Companies providing affected seafarers to Bahamian ships.
- 2.2. This certification approach is for the purpose of:
- i) Bahamian nationals who have satisfactorily completed training and assessment at an approved maritime institution in The Bahamas, OR training at a maritime institution with whom The Bahamas has a STCW Recognition Agreement. The countries recognized by The Bahamas are listed in the *BMA Information Bulletin no 121*.
  - ii) any seafarer who has satisfactorily completed training and assessment at an approved maritime institution in The Bahamas.

## 3. Definitions

The following definitions apply for the purposes of this Bulletin:

"*Company*" is the entity that is either designated under SOLAS 1974, as amended, Chapter IX/1.2 which assumes the duties and responsibilities imposed by International Safety Management (ISM) Code or, where ISM is not applicable, the entity who has accepted responsibility for the assignment of seafarers for service onboard Bahamian ships in accordance with the provisions of STCW Regulation I/14;

"*Ship*" is any vessel or unit registered with The Bahamas in accordance with the Bahamas Merchant Shipping Act;

"*Approved training book*" means a record document that the BMA has approved as documentary evidence. The training book shall fulfil the conditions for training as set out in STCW. The training book must be properly filled in by the training officer and countersigned by the master or the chief engineer for deck and engine training respectively;

"*Approved training*" is training that satisfies the requirements of STCW and has been approved by the BMA or an STCW party with whom The Bahamas has a recognition agreement;

"*Master*" shall be deemed to be the person designated by the Company as having overall responsibility for the ship;

“*near coastal voyages*” are voyages between port and port facilities in The Bahamas and from The Bahamas to port or port facilities in Turks and Caicos Islands, Haiti, Dominican Republic and North Cuba (between Havana and Antilla). The voyages shall be never more than 50 miles from the nearest port of refuge. The BMA *may* extend this area to include the *Caribbean trading area* which is an area bounded by a line from a point on the east coast of the United States of America in latitude 35° 00' north, to a point 5° 00' south, 33° 00' west; thence to a point 10° 00' south, 33° 00' west; thence to a point on the coast of Brazil in latitude 10° 00' south; thence northward along the coast of Continental America to a point in latitude 35° 00' north, on the east coast of the United States of America.

#### 4. BMA Assessment

##### 4.1 General

4.1.1 All candidates applying for a Bahamas STCW Certificate of Competency (CoC) will have to undergo an appropriate assessment by The BMA to determine that they have satisfied the required STCW competence. **This assessment is independent of any assessment or examination that may have been conducted by a training center or a STCW Maritime Administration.**

4.1.2 The BMA assessment process will be carried out in two stages as follows:  
1. Documentation assessment, and  
2. Written and oral assessment.

4.1.3 The candidate will be required to complete a ***Notice of Eligibility application*** form, which is available to download from the BMA website ([www.bahamasmaritime.com](http://www.bahamasmaritime.com)), and submit this application form with the applicable fee and supporting documentation to initiate the process.

4.1.4 The completed application form, supporting documentation and fee shall be submitted to the BMA Nassau Office:

*The Bahamas Maritime Authority, Shirlaw House, 226 Shirley Street, PO Box N-4679, Nassau, New Providence, Bahamas*

4.1.5 The BMA will advise of any missing requirement and if all the documentary assessment is satisfactory, a Notice of Eligibility will be issued confirming that the seafarer can be considered for a written/oral assessment.

## 4.2 Documentation assessment

- 4.2.1 The candidates shall ensure that the appropriate documentary evidence (original copy) is available to verify:
- i. Age, identity and nationality,
  - ii. Medical fitness. A valid seafarer medical certificate issued by a medical practitioner approved in The Bahamas or by a country that is party to STCW,
  - iii. Appropriate sea service. Guidance on accepted sea service is provided in Section 5 of this Bulletin,
  - iv. Watchkeeping statement for Officers seeking an upgrade of capacity (See *Annex 3 and Annex 4* for sample forms which should be signed by the Master or Chief Engineer as applicable),
  - v. Compliance with the STCW training requirements for the applied capacity. The BMA requires that documentary evidence is provided relating to competence achieved by the following methods:
    - In-service experience,
    - Training-ship experience,
    - Practical training,
    - Simulator training,
    - Laboratory equipment training

The BMA may accept documentary evidence, issued by the Maritime Administration of a STCW party with whom The Bahamas has a STCW recognition agreement, stating that the candidate has satisfied the standards required for issue of similar certificate in that country.

4.2.2 The BMA will advise of any missing requirement and if the documentary assessment is satisfied, a *Notice of Eligibility* (NoE) will be issued.

4.2.3 The NoE will be valid for 5 years from the date of issue.

## 4.3 Written and oral assessment

4.3.1.1 The BMA will publish the dates for the written assessment which can only be attended by seafarers with a valid *Notice of Eligibility* and prior booking with the BMA.

4.3.1.2 Seafarers with a valid Notice of Eligibility must submit  the request to sit a written assessment in writing. The request must be received no later than one (1) month before the published date of the written assessment.

4.3.1.3 Seafarers attending an assessment must have some form of photographic identity document and any supporting documentation as requested by the BMA.

4.3.2 The BMA may waive the requirement for an assessment for a candidate either partially or fully at its discretion.

4.3.3 Oral assessments must be booked with the BMA by seafarers with a valid Notice of Eligibility.

- 4.3.4.1 Where a seafarer has successfully completed an oral assessment but not the written assessment or vice versa, the results of the passed one will remain valid for two (2) years.
- 4.3.4.2 Seafarers noted in 4.3.4.1 will be required to complete a new Notice of Eligibility application form when seeking to re-sit the failed assessment.
- 4.3.5 Where a seafarer is unable or fails to attend an assessment and the BMA has determined that a waiver is not applicable, a new Notice of Eligibility application form and associated fee is required for the relevant assessment.
- 4.3.6 If the assessments are satisfactorily completed, the NoE will be endorsed with a validity date not exceeding five (5) years from the original date of issue.

Additional guidance on the assessment process will be provided by the BMA.

## 5. Guidance on approved seagoing service

- 5.1.1 For the purpose of verifying competency based on experience and/or training, the BMA will require a record of approved seagoing service which should be relevant to the appropriate certificate. The sea service record should include the following information:
- 1) Name of person,
  - 2) Vessel details: IMO no., Gross tonnage, Engine power,
  - 3) Capacity onboard,
  - 4) Joining and leaving dates,
  - 5) Voyage description.
- 5.1.2 The sea service information should be recorded in a discharge book or certificates signed by the Master or Chief Engineer (in the case of Engineering candidates only) of the respective ships and bear the stamp of the respective ship. In the case of service as Chief Engineer, the book/certificates must be signed by the Master; in the case of service as Master, the book/certificates should be signed by the Master and countersigned by a responsible official of the Company.
- 5.1.3 In the absence of a discharge book or certificate, a letter from the Company containing the information on approved seagoing service specified in Section 5.1.1 above may be acceptable. The letter should be on company letterhead with full contact details and signed by a responsible official of the Company.
- 5.1.4 In addition to the above, cadets/apprentices/trainee ratings or any applicant undergoing supervised training should ensure that any assigned tasks/duties are endorsed by a certificated Officer and recorded in an approved training record book. The officer endorsing such tasks/duties should also provide his Certificate of Competency number, issuing authority and full name, along with his/her signature. The BMA will accept *International Shipping Federation* (ISF) onboard training book as an approved training record book.
- 5.1.5 Cadets/apprentices/trainee ratings or any applicant undergoing supervised training should also have documented record of periods on watchkeeping duties. If this information is not included in the training record book, the applicant may use the form contained in Annex 2.
- 5.2 Sea service will be accepted depending on ship size (length must be > 24 meters and tonnage must be > 150 gross tonnage), Engine size (applicable for Engineers) and/or operating area (harbour, near coastal or unlimited).

- 5.3 Sea service will be based on actual time onboard and all leave shall be excluded.
- 5.4 The accepted period for sea service on board certain specialized ships is detailed in *Table 1* below.

**Table 1 Sea service allowances for service in specialized ships**

<b>Type of service or ship</b>	<b>Rate Applicable</b>	<b>Conditions</b>
Tugs (Service in Ports, Harbours waters)	0.5	Counted at half rate towards a maximum of 50% sea or watch keeping service required
Standing by new construction in final stages; or vessels in dry dock or undergoing engine repairs	1	Maximum of 3 months
Service in fishing vessels more than 16.5m outside near-coastal area	1	At least 6 months' service on merchant ships also required
FPSOs or MOUs on station	0.5	Counted at half rate towards a max of 50% total sea or watch keeping service required.
FPSOs or MOUs on passage	1	Sea-service counted in full towards unlimited certificate <b>provided</b> at least 2/3 of time on board spent at sea
Naval vessels at sea	1	At least three (3) or six (6) months service on merchant ships also required dependent on the capacity served onboard the naval ship.

- 5.5 Sea service for unlimited voyages must be served on ships on voyages beyond Bahamians waters.
- 5.6 Sea service for first certificate and upgrades must have been served onboard in a watchkeeping capacity. Shore-based experience will not be counted for this purpose.

5.7 Sea service for revalidation should be served in the capacity as a Watchkeeping Officer, however the BMA may accept appropriate marine shorebased capacity (e.g. ship surveyor, ship superintendent, ship manager, pilot, marine lecturers) subject to the BMA's determination of the appropriateness of the role, assigned tasks/duties and time served in that capacity.

## **6. Requirement for issue of Certificate**

6.1 Seafarers who have satisfactorily completed the assessments can apply for the issuance of the appropriate CoC by submitting the completed NoE, valid medical certificate and paying the applicable fee.

6.2 Officers who already hold a Bahamas CoC will have to surrender the existing CoC, if still valid, once the new CoC has been issued.

6.3 Seafarers intending to progress to different grades of Navigation or Engineering Officer certification should refer to the flow charts in *Table-2* and *Table-3* in addition to the relevant paragraphs of this Bulletin.

6.4 Once the application is received, it will be processed and the BMA will issue a Bahamas CoC to the qualified applicant. Taking into consideration public holidays and other factors, the BMA aims to issue Bahamas Certificates in a timely manner to avoid any delays to the seafarer. Companies should ensure proper planning when submitting applications for a seafarer who intends to join a vessel.

6.5 Applicants should note that service onboard Tankers, Passenger Ships, Offshore Units, High Speed Craft and ships to which the ISPS Code applies require additional training. BMA Information Bulletin nos. 105, 106, 118, 129 and 135 provide additional guidance.

## **7. Certification as an Officer in Charge of a Navigational Watch (STCW regulation II/1)**

7.1 All training requirement items marked with # may be replaced by a single letter from the Maritime Administration or approved Maritime Institution of the country where the training was carried out, stating that the candidate has satisfied the STCW A-II/1 standards.

7.2 The applicant shall have satisfactorily completed (and provide documentary evidence of completion) the following:

1) Basic Training (STCW A-VI/1) #,



2) Sea service of either:

- a) at least 12 months' sea-service under an approved cadetship training programme of which at least 6 months' bridge watchkeeping duties under the supervision of the master or a qualified officer for a period of not less than six months **and** meet the requirements of STCW A-II/1. The training shall be documented in an approved training record book **#, OR**
- b) 36 months approved seagoing service in the deck department of which at least 6 months' bridge watchkeeping duties under the supervision of the master or a qualified officer. The approved sea service including bridge watchkeeping shall be evidenced by the entries in the discharge book/seaman record book. The training shall be documented in an approved training record book.

3) Training in the following courses **#:**

- a) Proficiency in Survival Craft and Rescue Boat, other than Fast Rescue Boat (STCW A-VI/2) and
- b) Advanced Fire-fighting (STCW A-VI/3) and
- c) Medical First-Aid (STCW A-VI/4) and
- d) GMDSS-General Operator Certificate of Competency (STCW A-IV/2).

4) A course of study that satisfies the provisions of STCW A-II/1 at an approved Maritime Institution. Documentary evidence should be a certificate issued by the approved Maritime Institution stating that the applicant has met the required standards and reference should be made to having obtained competence in**#:**

- a) Ocean navigation (celestial/astronomical and radio navigation if intended to trade beyond Bahamas near coastal limits),
- b) Terrestrial and coastal navigation,
- c) Electronic systems of position fixing and navigation,
- d) Echo sounder and Compass,
- e) Steering Control systems,
- f) Meteorology,
- g) Watch keeping, including Bridge Team-work/ Bridge Resource Management,
- h) Radar navigation, including ARPA and ECDIS,
- i) Emergency procedures,
- j) Search and Rescue,
- k) Visual signalling,
- l) Ship manoeuvring and handling,
- m) Cargo handling, stowage and securing, including knowledge relating to damage and defects occurring due to cargo operation and carriage,

- n) Prevention of pollution of the marine environment and anti-pollution procedures,
- o) Ship stability,
- p) Ship construction,
- q) Knowledge of IMO conventions relating to safety at sea and protection of the marine environment,
- r) Leadership and management skills.

**8. Certification as Chief Mate (unrestricted) under STCW regulation II/2**

8.1 All training requirement items marked with # may be replaced by a single letter from the Maritime Administration or approved Maritime Institution of the country where the training was carried out, stating that the candidate has satisfied the STCW A-II/2 standards.

8.2 The applicant shall have satisfactorily completed (and provide documentary evidence of completion) the following:

- 1) Competence as an Officer in Charge of Navigational Watch under STCW II/1. A copy of a valid CoC must be provided.
- 2) At least 12 months' sea-service since obtaining a STCW II/1 certificate,
- 3) Training in Proficiency in Medical Care (STCW VI/4-2) #,
- 4) A course of study that satisfies the provisions of STCW A-II/2 at an approved Maritime Institution. Documentary evidence should be a certificate issued by the approved Maritime Institution stating that the applicant has equating to STCW A-II/1 and having met the required standards. The certificate should make a reference to all training being completed at **management functional level #**. Reference should be made to having obtained competence in: #
  - a) Voyage planning and navigation, position determination by celestial and terrestrial observations, coastal navigation and determining and allowing compass error,
  - b) Co-ordination of search and rescue operations,
  - c) Establishment of Watchkeeping arrangements, including Bridge Team-work/ Bridge Resource Management, Radar navigation, including ARPA and ECDIS,
  - d) Forecast weather and oceanographic conditions,
  - e) Responding to navigational emergencies,
  - f) Manoeuvring and handling a ship in all conditions,
  - g) Operate remote controls of propulsion plants and engineering systems and services,

- h) Plan and ensure safe loading, stowage, security care during the voyage and unloading of cargo,
- i) Assessment of defects and damage to cargo spaces, hatch covers and ballast tanks,
- j) Carriage of dangerous goods,
- k) Knowledge of International maritime law embodied in international agreement and conventions,
- l) Maintain safety and security of the ship's crew and passengers, the operational condition of life-saving, fire fighting and other safety systems,
- m) Develop emergency and damage control plans and handle emergency situations,
- n) Organize and manage the crew,
- o) Leadership and management skills.

**9. Certification as Master (unrestricted) under STCW regulation II/2**

The applicant shall have satisfactorily completed (and provide documentary evidence of completion) the following:

- 1) Competence as a Chief Mate's under STCW regulation II/2. A copy of a valid CoC must be provided,
- 2) At least 36 months sea-service since obtaining STCW II/1 certificate, of which at least 12 months should be since obtaining STCW II/2 certificate. A copy of watchkeeping statement should be provided. During the assessment of the application, the BMA may consider a reduction of sea-service where the seafarer has served at least 12 months as Chief Mate.

**10. Certification as Officer in Charge of Navigational Watch on ships of less than 500 GT on near-coastal voyages under STCW regulation II/3**

10.1 All training requirement items marked with # may be replaced by a single letter from the Maritime Administration or approved Maritime Institution of the country where the training was carried out, stating that the candidate has satisfied the STCW A-II/3 standards.

10.2 The applicant shall have satisfactorily completed (and provide documentary evidence of completion) the following:

- 1) Basic Training (STCW A-VI/1) #,
- 2) Approved training with 12 months sea-service or 36 months sea-service in the deck department, as applicable #

- 3) Training in the following course:
- a) Proficiency in Survival Craft & Rescue Boat other than Fast Rescue Boat (STCW A-VI/2) #,
  - b) Advanced Fire-fighting (STCW A-VI/3) #,
  - c) Medical First-Aid (STCW A-VI/4) #,
- 4) Competence as GMDSS-Restricted or General Operator Training Certificate (STCW IV/1) # (GMDSS "Restricted" certificate may be accepted only in case of the "Near Coastal Area" candidates).
- 5) A course of study satisfying the provisions of STCW A-II/3, at an approved Maritime Institution. Documentary evidence should be a certificate issued by the approved Maritime Institution stating that the applicant has undertaken studies equating to STCW A-II/3 and having met the required standards. The certificate should make reference to having obtained competence at **an operational functional level** in #:
- a) Terrestrial and coastal navigation,
  - b) Navigational aids and equipment,
  - c) Compasses,
  - d) Automatic pilot,
  - e) Meteorology,
  - f) Watch keeping,
  - g) Radar navigation, including ARPA and ECDIS,
  - h) Emergency procedures,
  - i) Search and Rescue,
  - j) Ship manoeuvring and handling,
  - k) Cargo handling, stowage and securing, including knowledge relating to damage and defects occurring due to cargo operation and carriage,
  - l) Prevention of pollution of the marine environment and anti-pollution procedures,
  - m) Ship stability,
  - n) Ship construction,
  - o) Basic knowledge of IMO conventions relating to safety at sea and protection of the marine environment,
  - p) Leadership and management skill.

#### **11. Certification as Master of ships of less than 500 GT on Near-coastal voyages under STCW regulation II/3**

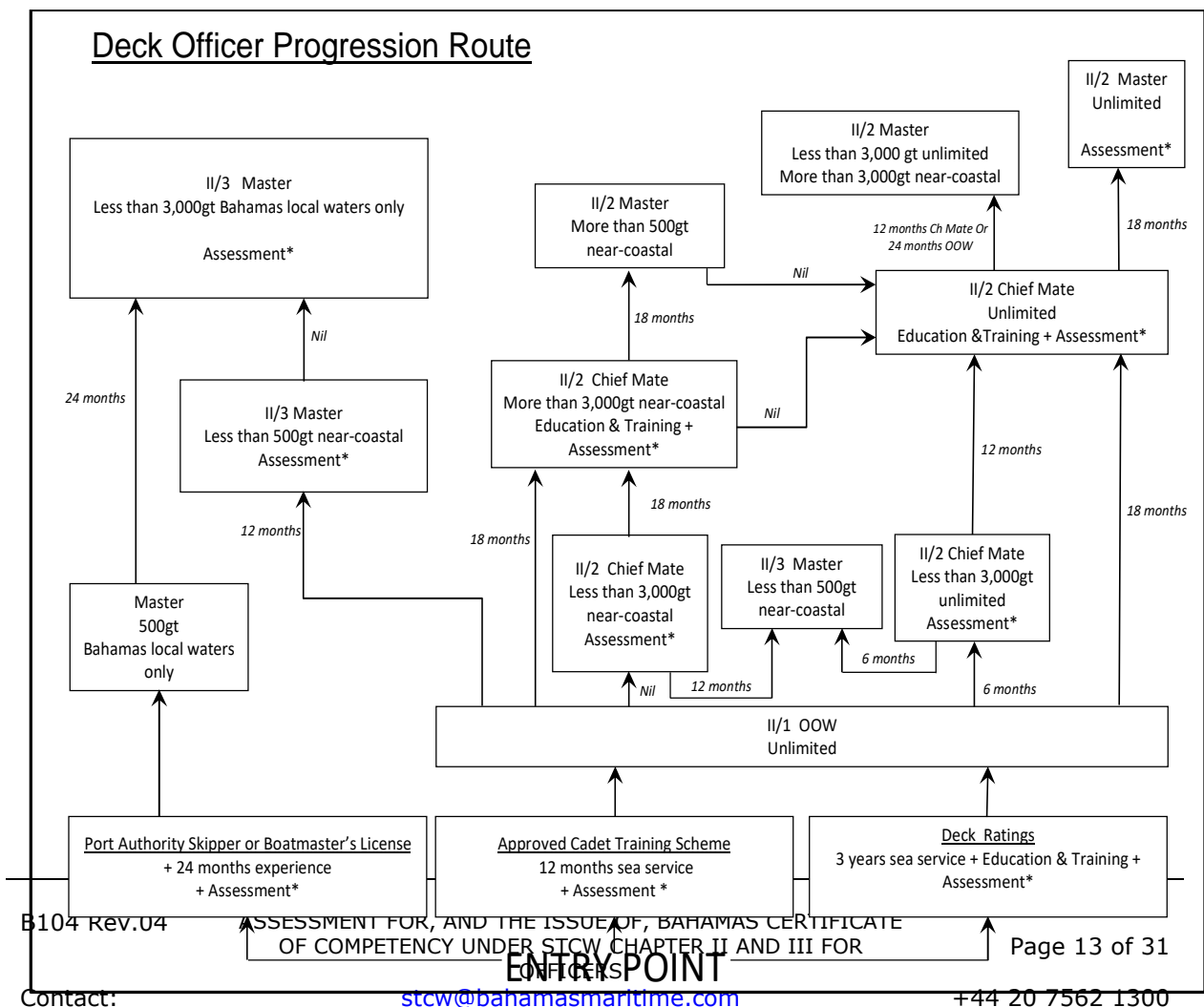
The applicant shall have satisfactorily completed (and provide documentary evidence of completion) the following:

- a) Competence as an Officer in Charge of Navigational watch on ships of less than 500 GT on Near-coastal voyages under STCW regulation II/3. A copy of a valid CoC must be provided,
- b) At least 12 months sea-service since obtaining such certificate and copy of watchkeeping statement if upgrading capacity,
- c) Evidence of knowledge and ability to carry out all the duties of such a master.

**12. Certification as Master on ships of between 500 GT and 3000 GT and as Master on ships under 500 GT on unlimited voyages**

The applicant will have to provide the same information as for certification under STCW regulation II/2 for assessment (see Section 9 of this Bulletin). The BMA may impose restrictions and limitations as necessary if a lack of experience has been identified.

**Table-2: Flow chart for Deck Officer Progression**



### 13. Certification as Electro-Technical Officer under STCW regulation III/6

13.1 All training requirement items marked with # may be replaced by a single letter from the Maritime Administration or approved Maritime Institution of the country where the training was carried out, stating that the candidate has satisfied the STCW A-II/6 standards.

13.2 The applicant shall have satisfactorily completed (and provide documentary evidence of completion) the following:

- 1) Basic Training (STCW A-VI/1) #,
- 2) Not less than 12 months of combined workshop skills training and approved seagoing service of which not less than 6 months shall be seagoing service as part of an approved training programme which meets the requirements of section A-III/6 of the STCW Code and is documented in an approved training record book. Alternatively, documentary evidence of successful completion of an approved course of education and training # of at least 30 months that shall include:
  - a) Workshop training (minimum 6 months, dependent upon entry qualification / background)
  - b) Basic training (STCW A-VI/1)
  - c) At least 6 months sea-service (as Cadet Engineer/ Apprentice Engineer/ Assistant Engineer with an Approved Training Record Book)
  - d) Successful completion of a course of study equating to STCW A-III/6 and having met the required standards. The certificate should make reference to having obtained competence at **an operational functional level in#**:
    - Operation of electrical, electronic and control systems,
    - Operation of automatic control systems of propulsion and auxiliary machinery,
    - Operation of generators and distribution systems,
    - Operation and maintenance of powered system in excess of 1,000 volts,
    - Operation of computers and computer network onboard ships,
    - Use of internal communication system,
    - Maintenance and repair of electrical and electronic equipment,
    - Maintenance and repair of automation and control systems of main propulsion and auxiliary machinery,
    - Maintenance and repair of bridge navigation equipment and ship communications systems,
    - Maintenance and repair of electrical, electronic and control systems of deck machinery and cargo handling equipment,
    - Maintenance and repair of control and safety systems of hotel equipment,

- Automation and control systems of main propulsion and auxiliary,
- Prevention of pollution of the marine environment and anti-pollution procedures,
- Basic knowledge of IMO conventions relating to safety at sea and protection of the marine environment,
- Leadership and team-working skills.

3) Training in the following courses:

- a) Proficiency in Survival Craft & Rescue Boat other than fast rescue boat (STCW A-VI/2) #,
- b) Advanced Fire-fighting (STCW A-VI/3) #,
- c) Medical First-Aid (STCW A-VI/4) #,
- d) Basic Safety training (STCW A- VI/1) #.

#### **14. Certification as Officer in charge of an Engineering Watch under STCW regulation III/1**

14.1 All training requirements items marked with # may be replaced by a single letter from the Maritime Administration or approved Maritime Institution of the country where the training was carried out and that the candidate has satisfied the STCW A-III/1 standards.

14.2 The applicant shall have satisfactorily completed (and provide documentary evidence of completion) the following:

- 1) An approved course of education and training of at least 30 months that shall include:
  - a) Workshop training (minimum 6 months, dependent upon entry qualification / background),
  - b) Basic training (STCW A-VI/1) #,
  - c) at least 6 months sea-service (as Cadet Engineer/ Apprentice Engineer/ Assistant Engineer with an Approved Training Record Book),
  - d) A course of study satisfying the provisions of STCW A-III/1, at an approved Maritime Institution. Documentary evidence should be a certificate issued by the approved Maritime Institution stating that the applicant has equating to STCW A-III/1 and having met the required standards. The certificate should make reference to having obtained competence at **an operational functional level** in #:
    - Generating plants,
    - Control systems,
    - Pumping systems,
    - Marine systems,
    - Engineering Watch keeping,
    - Main and auxiliary machinery,

- Engine-room resource management,
- Leadership and team working skills,
- Operation, maintenance and repair of electrical and electronic control systems and equipment,
- Safety and emergency procedures,
- Prevention of pollution of the marine environment and anti-pollution procedures,
- Ship stability,
- Ship construction,
- Basic knowledge of IMO conventions relating to safety at sea and protection of the marine environment.

2) Training in the following courses:

- a) Proficiency in Survival Craft & Rescue Boat other than fast rescue boat (STCW A-VI/2) #,
- b) Advanced Fire-fighting (STCW A-VI/3) #,
- c) Medical First-Aid (STCW A-VI/4) #.

**15. Certification as Second Engineer on ships with more than 3,000 KW propulsion power under STCW regulation III/2**

15.1 All training requirements items marked with # may be replaced by a single letter from the Maritime Administration or approved Maritime Institution of the country where the training was carried out and that the candidate has satisfied the STCW A-III/2 standards.

15.2 The applicant shall have satisfactorily completed (and provide documentary evidence of completion) the following:

- a) Competence as an Officer in Charge of Engineering Watch under STCW III/1. A copy of a valid CoC must be provided,
- b) At least 12 months sea-service as an Engineer Officer or Assistant Engineer Officer after obtaining a STCW III/1 CoC # and a copy of watchkeeping statement should be provided,
- c) A course of study satisfying the provisions of STCW A-III/2, at an approved Maritime Institution. Documentary evidence should be a certificate issued by the approved Maritime Institution stating that the applicant has equating to STCW A-III/2 and having met the required standards. The certificate should make reference to having obtained competence at a **management functional level** in #:

- Theoretical and practical knowledge in marine engineering,
- Planning and scheduling operations,
- Start up and shut down of main propulsion and auxiliary machinery, including associated systems,



- Operation, monitoring and evaluation of engine performance,
- Maintenance of safety of engine equipment,
- Management of fuel and ballast operations,
- Organization of safe maintenance and repair procedures,
- Detection of machinery malfunction,
- Ensuring safe working practices,
- Controlling trim, stability and stress,
- Knowledge of relevant international maritime law, international agreements and conventions,
- Maintenance of safety/security of vessel, crew, passengers and safety systems,
- Development/management of emergency and damage control plans,
- Organisation and management of the crew,
- Leadership and management skills.

**16. Certification as Chief Engineer on ships with more than 3,000 kW propulsion power under STCW regulation III/2**

The applicant shall have satisfactorily completed (and provide documentary evidence of completion) the following:

- a) Competence as Second Engineer under STCW regulation III/2. A copy of a valid CoC must be provided,
- b) At least 36 months approved seagoing service as a watch keeping engineer which can be reduced to 24 months if not less than 12 months of such seagoing service has been served as a Second Engineer. A copy of watchkeeping statement should be provided.

**17. Certification as Second Engineer of ships not exceeding 3000 kW in propulsion power under STCW regulation III/3**

17.1 All training requirements items marked with # may be replaced by a single letter from the Maritime Administration or approved Maritime Institution of the country where the training was carried out and that the candidate has satisfied the STCW A-III/3 standards.

17.2 The applicant shall have satisfactorily completed (and provide documentary evidence of completion) the following:

- a) Competence as an Officer in Charge of an Engineering Watch under STCW regulation III/1. A copy of a valid CoC must be provided,
- b) At least 12 months sea-service as a Watch-keeping Engineer#. A copy of watchkeeping statement should be provided,

c) A course of study satisfying the provisions of STCW A-III/3, at an approved Maritime Institution. Documentary evidence should be a certificate issued by the approved Maritime Institution stating that the applicant has equating to STCW A-III/3 and having met the required standards. Reference should be made to having obtained competency in STCW A-III/3 #.

**18. Certification as Chief Engineer of ships not exceeding 3000kW in propulsion power under regulation III/3 the applicant shall provide the following**

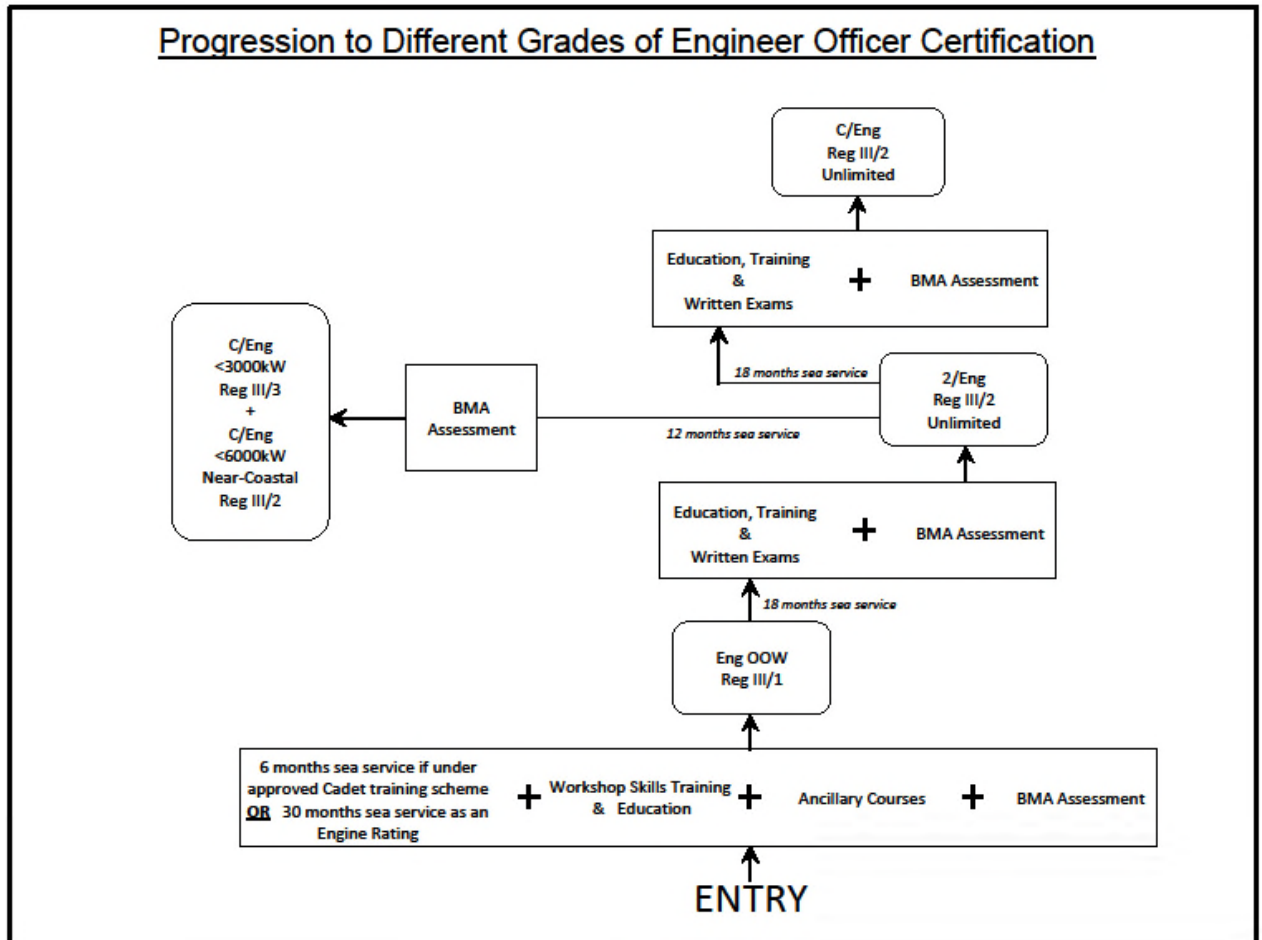
18.1 All training requirements items marked with # may be replaced by a single letter from the Maritime Administration or approved Maritime Institution of the country where the training was carried out and that the candidate has satisfied the STCW A-III/3 standards.

18.2 The applicant shall complete, and provide documentary evidence of the same, the following:

a) Competence as Second Engineer under STCW regulation III/3. A copy of a valid CoC must be provided,

b) At least 24 months approved seagoing service of which at least 12 months after obtaining Second Engineer's certificate under regulation III/3, and have served as a Second Engineer or as a Watch-keeping Engineer Officer for a minimum period of 12 months. A copy of watchkeeping statement should be provided,

c) A course of study satisfying the provisions of STCW A-III/3, at an approved Maritime Institution. Documentary evidence should be a certificate issued by the approved Maritime Institution stating that the applicant has equating to STCW A-III/3 and having met the required standards #.

**Table-3 Flow chart for Engineer Officer progression**

### 19. Assessment of qualification & experience for Bahamian nationals with a naval background (as equivalent, under STCW Article IX)

- 19.1 Bahamian nationals with a service background in the Royal Bahamas Defence Force will have to submit their applications with full details of qualification and experience, including a certified summary of sea-service performed on naval vessels.
- 19.2 The BMA will evaluate each application on its merit and advise the applicant of any further training or courses required before an "Appropriate Certificate" for a particular capacity can be issued.
- 19.3 Notwithstanding the above, all officers are required to have a minimum period of 3 months sea service. For the ratings in the Naval Ships, a minimum sea service of 6 months on board merchant ships assisting in navigational watch keeping on board a merchant ship will be required for

deck officer candidates and 6 months of assisting in engine room watch keeping will be required for engineer officer candidates.

## **20. Fast track certification scheme for Bahamian nationals who are graduate engineers**

20.1.1 Bahamian nationals who have obtained a University degree in Marine Engineering or Naval Architecture may apply for a Watch-keeping Engineer Officer's certificate.

20.1.2 Documentary evidence must be provided of having performed at least:

- a) 6 months sea-service on board merchant ships of more than 3000 kW propulsion power as an Assistant Engineer or an Apprentice Engineer; OR
- b) 6 months sea service on a naval ship and at least 3 months sea service on a merchant ship with more than 3000 kW propulsion power.

A period of workshop/shipyard service for familiarisation with tools and equipment may be necessary prior to joining a ship. Such candidates will also have to meet the training requirements of STCW Chapter VI as applicable, for certification under STCW III/1.

20.2 Bahamian nationals with a degree in mechanical engineering or power engineering may also apply, in which case there may be a need for extended workshop training and a longer period of shipboard service. Such candidates will also have to meet the training requirements of STCW Chapter VI as applicable, for certification under STCW III/1.

20.3 The BMA will assess each case on its merit and may issue a Watch-keeping Engineer Officer's certificate at its own discretion.

20.4 Further progression as Second Engineer or Chief Engineer will be through the usual procedure as outlined In Sections 15, 16, 17 & 18 above.

## **21. Bahamian nationals undertaking maritime training in the United States of America (USA) and Canada**

21.1 Candidates for certification should bear in mind that the United States and Canadian authorities do not issue national certificates to non-nationals. Accordingly, Bahamian nationals may apply to the BMA for Bahamian certificates based on training carried out in the USA or Canada.

21.2 A copy of this Bulletin should be provided, for guidance, to the training centre or institute in advance of undertaking a course of maritime training.

## 22. Instructions on Revalidation for Certificates

Every officer holding a certificate issued under STCW Chapter II or III, who is serving or intends to return to sea after a period ashore, shall in order to continue to qualify for seagoing service, be required at intervals not exceeding five (5) years to provide:

- 1) A valid medical certificate,
- 2) Documentary evidence of continued professional competence either by:
  - a) Approved seagoing service in the capacity of the certificate held for a period of at least 12 months in total during the preceding 5 years or three months in total during the preceding six months immediately prior to revalidating; **or**
  - b) Having performed functions considered to be equivalent to the seagoing service required in paragraph 21.2 (a)); **or**
  - c) Successfully complete an approved refresher course or courses, **or**
  - d) Passing an approved test, **or**
  - e) Having completed approved seagoing service, performing functions appropriate to the certificate held, for a period of not less than three months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which it is valid.
- 3) The refresher course required in 2(C) above shall be approved and include changes in relevant national and international regulations concerning the safety of life at sea, security and the protection of the marine environment and take into account any updating of the standard of competence concerned.
- 4) Seafarers who have not completed all the required training under the 2010 STCW amendments will have their certificate limited to 31 December 2016. To be valid beyond 31 December 2016, following additional requirements need to be satisfied:
  - a) The BMA accepted standard of competence in Personal Survival Technique (STCW A-VI/1-1), Fire Fighting & Fire (STCW A-VI/1-3) Prevention, Advanced Fire Fighting and Survival Craft and Rescue Boat, other than Fast Rescue Boat (STCW A-VI/2),
  - b) Medical First Aid (STCW A-VI/4-1) or Medical Care (STCW A-VI/4-2), as appropriate,

- c) Leadership and Management Skills (management or operational level depending on level of CoC), *For existing CoC holders, unless upgrading their CoC from operational to management level and having not served as a Master, Chief Engineer, Chief Mate or Second Engineer will not be required to undertake this course.*
- d) For Deck officer CoC holders, ECDIS Generic training as per IMO Model course 1.27 for those who did not receive the generic training as part of their training leading to the CoC; those not having done this course will have restriction on their CoCs as *"not valid for service on ships fitted with ECDIS "*
- e) For Engineering CoC holders, High Voltage Installation system (management or operational level depending on level of CoC); those not having done this course will have restriction on their CoC as *"not valid for service on ships fitted with High Voltage (over 1000 V)"*

### **23. General**

- 23.1 Failure to follow any of these guidelines will result in an application either being severely delayed or possibly rejected.
- 23.2 If feedback is not received within one (1) month of the date of application, the seafarer/Company should contact the Seafarers & Manning Department at [stcw@bahamasmaritime.com](mailto:stcw@bahamasmaritime.com).
- 23.3 Correspondence relating to applications will be sent to the contact details as listed on the application form and where a Company is submitting the application, it is recommended that a generic email address is utilised in order to avoid any delays in the application process.

### **24. Fees**

- 24.1 The Notice of Eligibility application fee is \$50.
- 24.2 The assessment fees are as outlined in BMA Information Bulletin 81.
- 24.3 The fee for the Certificate of Competency is additional to the above fees.

## **26. Enquiries**

Enquiries relating to Certificate of Eligibility applications should be made to the Seafarers and Manning Department at [stcw@bahamasmaritime.com](mailto:stcw@bahamasmaritime.com)

## **27. Revision History**

Rev.4 (01 March 2017) – Fifth issue. Clarity on assessment, removal of transitional period for STCW 2010 amendments, removal of assessment and certificate fees

Rev.3 (28 November 2014) – Fourth issue. Complete revision

Rev.2 (10 March 2010) – Third issue. Complete revision

Rev.1 (10 December 2007) – Second issue

## **Annex I: INSTRUCTION and GUIDANCE ON CADET TRAINING PROGRAMME**

In order to be eligible to undertake training and assessment leading to an appropriate certificate under STCW regulation II/1 or III/1, it will be necessary to meet the following requirements

### **1. Deck Cadet**

- 1.1 Candidates should be over 16 years of age at the commencement of training; be medically fit; and hold a Bahamas General Certificate of Standard Education (BGCSE) at a Grade not lower than 'C' in English, Mathematics and Science/Physics or equivalent. They will be required to undergo an initial training of 3 months in an approved institute that will also include Basic Training (STCW A-VI/1).
- 1.2 They will then have to complete a minimum period of 12 months sea-service (of which at least 6 months must be spent on Navigational Watch-keeping duties under the supervision of certificated officers) as a Deck Cadet during which time the IMO or equivalent Training Record Book shall be maintained. The BMA will accept the ISF training record book.
- 1.3 The final phase of training shall comprise a period(s) at an approved institute where the Cadet will undertake short ancillary training required under STCW regulation VI and successfully complete the required education, training and assessment under STCW regulation II/1 before an Appropriate Certificate may be issued for the capacity of Officer in Charge of a Navigational Watch.

### **2. Deck Ratings**

Candidate may undertake education, training and assessment for an appropriate certificate under STCW II/1 after completing 36 months service in the deck department (of which at least 6 months of the last 12 months must be spent on Navigational Watch-keeping duties on the Bridge under the supervision of a certificated deck officer). The rating shall also be required to undertake the ancillary training courses mentioned in 1.1 and 1.3.



### 3. Engineer Cadet:

- 3.1 Candidates should be over 16 years of age at the commencement of training; be medically fit; and hold a BGCSE at a Grade not lower than 'C' in English, Mathematics and Science/Physics or equivalent. They will be required to undertake an approved initial workshop training of 18 months followed by Basic Training as required under STCW A-VI/1. If a candidate holds 'A' levels in Physics and Mathematics or a Diploma in Engineering then the period of shore-based Workshop training may be reduced by 6 months, and in the case of a Degree in Engineering by 12 months.
- 3.2 The second phase of training will be shipboard training (sea-service) for a minimum period of 6 months as an Engineer Cadet or Assistant Engineer under the supervision of a certificated engineer officer, during which time the IMO, or equivalent Training Record Book shall be maintained.
- 3.3 The third and final phase of training shall comprise of a period (s) at an approved institute where the candidate will undertake short ancillary training required under STCW regulation VI and successfully complete the required education, training and assessment under STCW regulation III/1 before an Appropriate Certificate may be issued for the capacity of Officer in charge of an Engineering Watch in a manned engine-room or designated duty engineer in a periodically unmanned engine-room.

### 4. Duration of Workshop (Mechanical and Electrical) training\*

- 4.1 As per STCW, the total period of training leading to Watch-keeping Engineer Officer's certification is 30 months. This includes:
- mandatory Workshop Training,
  - 6 months shipboard training as Assistant Engineer, and
  - 6 months college course leading to final certification.
- 4.2 The period of Workshop Training shall be 18 months if the entry qualification is BGCSE ("O" level) in English, Mathematics, Science/ Physics (at Grade-C). However, any science based higher qualification should reduce this period of Workshop training as follows:
- For a candidate holding an "A" level in Mathematics, Physics or National Diploma (Ordinary or Higher) in Mechanical/ Power/ Electrical Engineering, it may be reduced by 6 months (i.e. 12 months Workshop Training);
  - For the holder of a Degree in Mechanical/ Power/ Electrical Engineering it may be reduced by 9 months (i.e. 9 months Workshop Training);
  - For the holder of a Degree in Naval Architecture it may be reduced by twelve (12) months (i.e. six (6) months' Workshop Training).

## 5. Apprenticeship in Marine Engineering (Workshop Training) \* as part of STCW Code A-III/1

The following outlines the areas to be covered and the estimated time frame to complete. It should be noted that the number of weeks shown against various task groups reflects the importance and intensity of training required. However, the approved workshop or shipyard may follow a flexible approach to achieve the ultimate goal.

- a) Safety at work – health & safety regulations and requirements – use of safety helmet, protective clothing, safety goggles etc., working aloft, working in enclosed spaces, use of oxygen and toxic gas detectors etc. – 1 week;
- b) Familiarisation with hand tools, workshop machinery and equipment – those in use on board ships and also those used in shipyards – 1 week;
- c) Welding shop – arc welding, including TIG/MIG welding introduction, work with gas torch, including flame cutting and brazing, weld preparation, vertical weld, correct material selection and stainless alloys welding – 3 weeks;
- d) Steel fabrication – ship structural fabrication work, pipe fabrication, exhaust and ventilation ducts fabrication. Practical methods of repairs of structural defects, steel plating, pipes, tank structure – 4 weeks;
- e) Boiler works – boiler combustion control and adjustment, boiler safeties adjustment and repairs, boiler tubing repairs on various types of boilers – 2 weeks;
- f) Machine shop – introduction and practical skills of work with various types of turning, milling, drilling/boring, grinding etc. machines. Thread cutting and slotting. – 10 weeks;
- g) Drawing office – drawing reading and technical sketching skills. Production and repair drawings. Drawing reading skills to work with hydraulic diagrams, electric plans, automation schematics and control flowcharts. – 2 weeks;
- h) Fitting shop – fault-finding and repairs of various auxiliary machinery and equipment: pumps, compressors, various types of valves. – 9 weeks;
- i) Plumbing and carpentry – repairs to leakages on water, oil/fuel, air and gas pipelines. Use of repair kits and bending tools. Practical skills in repairing/replacing valves and pipe fittings. Woodworking skills. – 2 weeks;
- j) Diesel engine shop – fault finding principles and technique, maintenance, repairs and tuning of 2-stroke and 4-stroke diesel engines. Understanding of engine working parameters. Engine speed control devices and safeties adjusting and repair. Testing and overhaul of fuel pumps and injectors, including common-rail fuel systems. Practical skills in overhauling diesel engine turbochargers, cylinder covers with exhaust/inlet valves, pistons, liners, drawing of connecting rods, replacing bearing shells. – 10 weeks;

- k) Electric shop – understanding of power distribution principles on board ship, cabling, connectors and switchboard arrangements. Electric motors fault finding technique and replacement/overhaul skills. Understanding of power generation principles and fault finding technique in alternators and generators. Switchgear overhaul and replacement skills. – 8 weeks;
- l) Ship repairs – work on board ships. Participation in main and auxiliary engines overhaul. Repairs to pumps, compressors and deck machinery. – 14 weeks;
- m) Ship emergency systems, including emergency power supply, fire detection and extinguishing systems and controls, sprinklers and hi-fog systems, ventilation shutdown systems and fire zone isolation equipment – understanding of operation principles and basic fault finding technique and repair. – 2 weeks;
- n) Refrigeration and air-conditioning, including ventilation systems – repair and maintenance. Understanding of operation principles and basic fault finding technique and repair. – 2 weeks;
- o) Hydraulic machinery, including cranes, windlasses remote control arrangements etc. - repair and maintenance. Understanding of operation principles and basic fault finding technique and repair. – 3 weeks;
- p) Electronics and remote control and monitoring systems. Introduction into basics of electronic operation principles, including programming and processor-controlled devices. Introduction into basics of automation principles. Introduction into basics of industrial networking and serial protocol devices operation principles Fault finding technique and repairs. – 5 weeks.

*\* The workshop training should generally be of 78 weeks (18 months) duration\*. The duration of the above items will be reduced or some of the items waived accordingly for the superior certification holders.*

**Annex 2: Example of Watchkeeping Statement for trainee Cadet or Rating**

This form may be used when a cadet or rating is applying for a Bahamas Certificate of Competency and does not have a training record book that captures this information.

**WATCHKEEPING STATEMENT- CADET/RATING**

**Company name**

**Company Address / Contact Details** (include telephone/email):

**This is to certify that:**

Full Name of Cadet/Rating:

Date of Birth:..... Discharge Book Number; .....

has served on the following ship from..... To .....

Name	
IMO number	
Type of ship	
Gross tonnage	
Type/Make of main propelling machinery	
Power (kW):	
Shaft Power (kW):	
Type/Make of Auxiliary Machinery	
Type of Boilers	

During this period the above-named cadet/rating accrued ..... weeks/months\* of  
 - bridge watchkeeping service (under the supervision of a certificated navigation officer) \*  
 - engine-room watchkeeping / duty engineer, UMS vessel service (under the supervision of a certificated engineer officer) \*  
 for not less than 8 hours out of every 24 hours whilst the vessel was engaged on unlimited\* / near-coastal \* voyages.

In addition, the above-named cadet/rating:

- a) regularly carried out other duties in connection with the routine and maintenance of the ship\*
- b) was granted no leave of absence\*
- c) was granted leave of absence as follows\*

.....

~~\*Delete as appropriate~~

**Name (block letters) of Master:** \_\_\_\_\_

**Signature of Master:** \_\_\_\_\_

**Ship's / Company stamp and date:** \_\_\_\_\_

~~In exceptional circumstances this statement may be signed by a responsible official of the Company.~~

**Annex 3: Example of Watchkeeping Statement for Deck Officer**

This form may be used when a Deck Officer is applying for an upgrade to a Bahamas Certificate of Competency.

**WATCHKEEPING STATEMENT– DECK OFFICER**

**Company name**

**Company Address / Contact Details** (include telephone/email):

**This is to certify that:**

Full Name of Officer:

Date of Birth:..... Discharge Book Number; .....

has served on the following ship from..... To .....

Name	
IMO number	
Type of ship	
Gross tonnage	
Type/Make of main propelling machinery	
Power (kW):	
Shaft Power (kW):	
Type/Make of Auxiliary Machinery	
Type of Boilers	

In the capacity of watch keeping officer under my command. During this period the above-named officer was in full charge of a navigation watch for not less than \_\_\_\_\_ hours out of every 24 hours whilst the vessel was engaged on unlimited\* / near coastal\* voyages

In addition, the above-named Officer:

- a) regularly carried out other duties in connection with the routine and maintenance of the ship\*
- b) served as the senior\*/junior\* of two watch keeping officers during the following periods when bridge watches were doubled and at no other times; \*
- c) was granted no leave of absence\*
- d) was granted of absence as follows\* \_\_\_\_\_ served on board the vessel from \_\_\_\_\_ to \_\_\_\_\_ whilst under refit or in the final stages of construction

~~\*Delete as appropriate~~

**Name (block letters) of Master** \_\_\_\_\_

**Bahamas Flag State Endorsement no of Master:** \_\_\_\_\_

**Signature of Master:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Ship's / Company stamp:** \_\_\_\_\_

~~In exceptional circumstances this statement may be signed by a responsible official of the Company.~~

**Annex 4: Example of Watchkeeping Statement for Engine Officer**

This form may be used when an Engineering Officer is applying to upgrade a Bahamas Certificate of Competency.

**WATCHKEEPING STATEMENT– ENGINE OFFICER**

**Company name**

**Company Address / Contact Details** (include telephone/email):

**This is to certify that:**

Full Name of Officer:

Date of Birth:..... Discharge Book Number; .....

has served on the following ship from..... To .....

Name	
IMO number	
Type of ship	
Gross tonnage	
Type/Make of main propelling machinery	
Power (kW):	
Shaft Power (kW):	
Type/Make of Auxiliary Machinery	
Type of Boilers	

During this period, the above-named officer accrued \_\_\_\_\_ weeks\*/months engine-room watch keeping / duty engineer/ UMS vessel service for not less than 8 hours out of every 24 hours whilst the vessel was engaged on sea-going voyages.

NATURE OF OTHER DUTIES (Please tick appropriate boxes):

- 1. Day Work:
- 2. Regular watch on auxiliary machinery:
- 3. Regular watch on main propulsion machinery:
- a) in full charge
- b) in subsidiary capacity
- 4. Regular work in ships possessing:
- a) centralised control room
- b) full or partial automation
- c) facility to operate machinery in the unmanned mode for a significant proportion of each 24-hour period
- 5. Service on board the vessel whilst it was under refit or in the final stages of construction.

During the whole period stated above, the above named-officer

- a) was granted no leave of absence\*
- b) was granted \_\_\_\_\_ days leave of absence whilst still on seafarer employment agreement\*

**Name (block letters) of Chief Engineer/Master:** \_\_\_\_\_

**Bahamas Flag State Endorsement no Of Chief Engineer/Master:** \_\_\_\_\_

**Signature of Chief Engineer/Master:** ..... **Date:** .....

**Ship's / Company stamp:** .....

In exceptional circumstances this statement may be signed by a responsible official of the Company.

